



CITY OF LINCOLN

600 6th Street Lincoln, CA 95648

Telephone: (916) 434-2496

www.ci.lincoln.ca.us

EMPLOYMENT APPLICATION

An Equal Opportunity/Affirmative Action Employer



READ THE FOLLOWING INSTRUCTIONS AND APPLICABLE JOB ANNOUNCEMENT CAREFULLY BEFORE COMPLETING THIS APPLICATION: Type or neatly print your application in black or blue ink. All sections **MUST** be answered completely and accurately. An incomplete application may disqualify you. Applicants must meet all qualifications for the position by the application deadline unless otherwise specified in the job announcement.

PERSONAL INFORMATION

EXACT TITLE OF POSITION: _____

NAME: _____

Last

First

Middle

MAILING ADDRESS: _____

City

State

Zip

HOME PHONE: _____ WORK PHONE: _____ MESSAGE PHONE: _____

SOCIAL SECURITY NUMBER: _____ - _____ - _____ EMAIL ADDRESS: _____ @ _____

Do you possess a valid driver's license (*May be required for position*)? Yes ☐ No ☐

Do you have any relative currently working for the City of Lincoln? **If yes**, please indicate whom (all applicable). Yes ☐ No ☐

Are you currently an active member of the California Public Employees Retirement System (CalPERS)? Yes ☐ No ☐

If you are not a U.S. Citizen, do you have the legal right to remain permanently in the U.S.? Yes ☐ No ☐

Will you accept: PART-TIME WORK? Yes ☐ No ☐ TEMPORARY WORK? Yes ☐ No ☐

Do you claim Veteran's Preference? (Not given in promotional selection process)
There are several criteria you must meet to qualify for this preference. Yes ☐ No ☐

Attach non-returnable copy of DD-214 if requesting veteran's preference..

EDUCATION/TRAINING/SPECIAL QUALIFICATIONS

****Submit verification of your college education such as copies of your diplomas or transcripts with application.****

Education equivalent to the completion of the 12th grade? Yes ☐ No ☐ Typing Speed _____ net wpm
(If required by position)

College/University/Trade School or Special Training	Course of Study/Major	Type of Degree or Certificate

Certificates of Training, Licenses, or Professional Registration (include date issued and registration number if applicable):

Describe any job related skills, knowledge or special training you may possess. Include software programs in which you are proficient.

EMPLOYMENT HISTORY/WORK EXPERIENCE

DO NOT INDICATE "SEE RESUME." This section must be completed even if supplemented by a resume. List all jobs in the last 10 years. Be specific in describing your duties. Be sure to list change in title or promotion separately. If qualifying experience is part-time or voluntary, list the number of hours per week spent performing the work. Qualifying experience is based on 40 hours per week (prorated if less than 40 hours/week). Give specifics on the experience that you believe meets the entrance requirements for the position for which you are applying. Go back more than 10 years if necessary. Attach additional copies of this page if necessary. Begin with your present job and work backwards. Account for periods of unemployment in excess of 90 days.

ARE YOU CURRENTLY EMPLOYED? Yes ☐ No ☐ IF YES, MAY WE CONTACT YOUR PRESENT EMPLOYER? Yes ☐ No ☐

Present or Most Current Employer: _____			
Address: _____			
<i>Street</i>		<i>City</i>	<i>State</i> <i>Zip Code</i>
Exact Title of Position: _____	Employed from: _____	to _____	Last Rate of Pay _____
Hours Worked Per Week: _____ Supervisor Name/Title/Phone Number: _____			
Duties and Responsibilities: _____			

Reason for Leaving: _____			

Employer: _____			
Address: _____			
<i>Street</i>		<i>City</i>	<i>State</i> <i>Zip Code</i>
Exact Title of Position: _____	Employed from: _____	to _____	Last Rate of Pay _____
Hours Worked Per Week: _____ Supervisor Name/Title/Phone Number: _____			
Duties and Responsibilities: _____			

Reason for Leaving: _____			

Employer: _____			
Address: _____			
<i>Street</i>		<i>City</i>	<i>State</i> <i>Zip Code</i>
Exact Title of Position: _____	Employed from: _____	to _____	Last Rate of Pay _____
Hours Worked Per Week: _____ Supervisor Name/Title/Phone Number: _____			
Duties and Responsibilities: _____			

Reason for Leaving: _____			

Employer: _____			
Address: _____			
<i>Street</i>		<i>City</i>	<i>State</i> <i>Zip Code</i>
Exact Title of Position: _____	Employed from: _____	to _____	Last Rate of Pay _____
Hours Worked Per Week: _____ Supervisor Name/Title/Phone Number: _____			
Duties and Responsibilities: _____			

Reason for Leaving: _____			

DISCLOSURE

If your answer is Yes to either any of the following questions, please give details in the space provided below. Attach additional sheets if necessary.

1. Are you under the age of 18? If yes please note birth date below. Yes ☐ No ☐

2. Have you ever been convicted of any offense other than minor traffic violations?

NOTE: DRUNK, RECKLESS OR HIT-RUN DRIVING ARE NOT MINOR VIOLATIONS. CONVICTIONS ARE EVALUATED FOR EACH POSITION AND ARE NOT NECESSARILY DISQUALIFYING.

The California Fair Employment and Housing Commission prohibits asking applicants about convictions that have been sealed, expunged or legally eradicated, or misdemeanor convictions for which probation was completed and the case was dismissed.

THIS QUESTION WILL BE ASKED OF YOU LATER IN THE PROCESS IF FOUND TO BE ONE OF THE MOST QUALIFIED.

Yes ☐ No ☐

3. Have you ever been terminated or asked to resign from a position?

Yes ☐ No ☐

If yes, give name and address of employer, date of occurrence, and the reason. CITE ALL SUCH CASES.

RELEASE/CERTIFICATION

Before date of hire, applicant will be required to be fingerprinted, pass a medical examination that includes drug screening, and submit proof of U.S. Citizenship or legal right to remain and work in the U.S. Applicants may also be required to submit proof of age and undergo a background check and possibly a psychological evaluation. Applicants who fail the pre-employment drug screening will not be eligible to apply for employment with the City of Lincoln for one year from the date of the drug screening.

I hereby give permission to the City of Lincoln, its officers, agents, and employees to seek to verify and supplement the information set forth in the employment application for the position of _____, and I release from all liability, damages, or legal claims every person seeking or providing information, whether oral or written, for this purpose. A photocopy or facsimile of this release shall be as valid as the original, and may be relied upon by all persons providing information.

All information furnished is deemed strictly confidential and shall be available to no person other than management/human resources personnel of this City. I understand that I am not entitled to and will not have access to any information provided.

The City of Lincoln takes very seriously any false or misleading information provided by applicants on a job application, resume, or related materials or other statements of fact submitted by job applicants to be considered for employment. Any oral or written statements or documents supplied by a job applicant that contains false or misleading information will result in the City of Lincoln's refusal to hire the applicant, and if discovered after employment begins, will result in immediate dismissal from employment.

My signature certifies that I have read and completed this application, and that all entries on it and information in it are true and correct.

Signature of Applicant

Printed Name

Date

ETHNIC SELF IDENTIFICATION FORM

The City of Lincoln is an equal opportunity/affirmative action employer. In order to assess the City's recruiting program and to comply with federal government record keeping requirements, we are asking all applicants for employment to complete this form. This information will not be attached to your application and will be used for research and evaluation purposes only. Completion of this form is voluntary. Your cooperation in providing this information is greatly appreciated.

Position Applied For: _____ Date: _____

Male ☐ Female ☐

Are you over 40 years of age? Yes ☐ No ☐

ETHNIC ORIGIN

- [] Native American: Persons who identify themselves or are known as such by virtue of tribal association. Includes American Indian, Alaskan, and Eskimo.
- [] Filipino: All persons of Filipino descent.
- [] Black: All persons having origins in any of the Black racial groups of Africa.
- [] Caucasian: Persons of Indo-European descent except those included in other groups.
- [] Asian: Persons of Chinese, Indo-Chinese, Japanese or Korean descent.
- [] Hispanic: All Persons of Mexican, Latin American, Spanish or Portuguese descent except those who are Black.
- [] Pacific Islander: Persons of Polynesian descent who are not included in any other group.
- [] Other: _____

RECRUITMENT RESEARCH

Indicate how you learned about this recruitment (check only one)

- | | |
|--|---------------------------------|
| [] Sacramento Bee | [] City Jobline |
| [] Appeal Democrat | [] City Bulletin Board |
| [] Jobs Available | [] City Web Page |
| [] Lincoln News Messenger | [] Job Fair/Trade Show |
| [] Auburn Journal | [] School/Placement Office |
| [] Newspaper or trade publication other than those listed above | [] Organization or group _____ |
| _____ | [] EDD |
| [] Friend/family member | [] Internet Service: _____ |
| | [] Other: _____ |

THANK YOU FOR YOUR INTEREST IN THE CITY OF LINCOLN

CITY OF LINCOLN

VETERAN'S PREFERENCE GUIDELINES

READ INSTRUCTIONS CAREFULLY BEFORE CLAIMING VETERAN'S PREFERENCE

Veteran's Preference Credit (5 additional points at the written or oral examination level) will be given to eligible candidates that meet ALL of the criteria below.

- A veteran is any person who has served on active duty for a period of not less than ninety (90) days in the armed forces of the United States during any portion of the following time periods:

September 16, 1940 to January 31, 1947

June 27, 1950 to January 31, 1955

August 5, 1964 to May 7, 1975

August 2, 1990 to March 6, 1991

And as noted on the Office of Personnel Management Website (<http://www.opm.gov/veterans/index.asp>)

- Candidates applying for Veteran's Preference are required to submit a non-returnable copy of their DD-214 with their employment application. Veterans must submit proof of honorable service for every examination for which Veterans' Preference credit is being requested.
- Candidates who are in the military service at the time of the examination, and who are discharged during the duration of the eligibility list, may apply for Veteran's Points upon discharge. If all of the criteria are met, their rank on the list will be adjusted accordingly. Evidence must be presented to indicate that the candidate was discharged honorably from the military service or under conditions other than dishonorable, bad conduct, or undesirable.
- Candidates must successfully complete the examination process in order to have veteran's points applied to their score.

Veteran's Preference Credit will NOT be given to those candidates who:

- Are competing in a "city employees only" exam, a promotional exam, or for exempt classifications.
- Are retired from the armed forces at or above the rank of Major, or its equivalent.
- Were discharged more than five years prior to the final filing date stated on the job announcement. Exception: Veterans who are declared by the United States Veterans Administration to have a service-connected disability of 30% or more at the time of the examination, if otherwise qualified, shall not be restricted to the five-year limitation.
- Have enlisted for duty in the Reserve or National Guard, unless it included one day of active duty in a regular service during those periods specified above (summer or weekend duty does not apply).